

DRAFT 1
SQUIBNOCKET COMMITTEE FILE ORGANIZATION

Goals

- **To facilitate easy access to the various material, including reports, data in various formats, comments (in the form of letters, testimony at meetings, etc.), analyses and evaluations prepared by the Committee or others, and other information that the Committee may receive.**
- **The material should be readily accessible to everybody through the established location on the Chilmark web site.**
- **The files should provide a detailed record of the Committee's activity and, therefore, provide a well-documented trail of how the Committee reached its conclusions and recommendations.**

The Challenge

Because there are several proposals with differing components, much of the material in the files, such as existing property data, is pertinent to more than a single proposal. Similarly, many of the opinions of the coastal experts are applicable to multiple proposals. A person interested in a comparison of suggested parking alternatives should not have to hunt through the various proposals, but should be able to identify all parking alternatives through one file location. Also, letters/comments received should be easily found both by the sender's name and the subject matter.

Rather than repeating the material in many files, there need to be simple cross-references. It will be important to keep these up-to-date.

Proposed File System

One set of files would contain the basic information such as the proposals, and the experts' reports. This file would also include questions regarding the proposals, identification of data needs, and requests for additional information.

A separate set of files would contain the base data (physical conditions, land ownership, existing regulations and constraints, etc.). Much of this will be used in evaluations of multiple proposals.

Another important element of the files would contain descriptions and analyses of the principal components of the proposals (access road, parking, beach, etc.), and the the analyses of the impacts of these components. Included in the latter files would be a record of the development of the study process, including the establishment of evaluation criteria.

Committee activity and letters/comments would have a separate file area, but would be cross-referenced in the project components or other appropriate files .

The last file would contain the final report and recommendations, with drafts and comments/critiques regarding these drafts.

Within all the files, material would be arranged alphabetically, chronology, or by author, as appropriate.

Draft 1

Potential Filing Organization for Material

(Cross-references to be used for items that include material pertinent to several file subjects.
See examples below.)

FILE I

A. Proposals

- Town
- SFHA
- Friends of Squibnocket
- Others

B. Reports

- Retained experts
- Others

C. Additional information needed

FILE II

D. Base Data

- Historical
 - Shoreline erosion record
 - Squibnocket Pond studies*
 - Squibnocket subdivision and access actions and agreements, Town lease, etc.*
- Existing physical conditions
 - Adjacent property data
 - Coastal erosion/wave action conditions
 - Current parking lot layout
 - FEMA flood maps
 - Other locations with similar shoreline access roads
 - Property data re abutters and nearby owners
 - Topography (elevations, wetlands, vegetation, etc.)
- Expected future conditions
 - Sea Level
 - Shore line
- Other Data
 - Funding Sources
 - Leases, agreements

E. Regulations/restraints

- Town, MVC, State, Federal*

FILE III

Project Components

- Access Road
- Beach
- Parking
- Pond Access
- Revetment

F. Study process

G. Project Impacts (includes development of evaluation criteria and assessment of each proposal component)

- Durability
 - Environmental (wetlands, dunes, beach, etc.)
 - Financial
 - Property issues (acquisition, leases, special agreements, etc.)
 - Visual
 - Other
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FILE IV

H. Letters/comments received (by sender)

FILE V

I. Drafts and final report/recommendations

**Material to be referenced only (Documents not included in these files)*

Cross-reference Examples:

1. Base data; Existing physical conditions; FEMA flood maps. File may contain only a cross reference to a specific Consultant's report which includes these maps.

2. Base data; Existing physical conditions; Property data: File to include copies of related information presented in the Proposals and Reports, plus any additional pertinent data.
3. Project components; Parking. File to include parking proposals copied from all proposals, cross references to letters received commenting on parking, as well as impact analysis, probable financial impacts of each, etc.
4. Project impacts; Property issues. File may include cross references to information included in several base data files, as well as in the proposals, the committee meeting files, and letters received.